

# *Purchasing Update*

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Division of Purchasing  
Volume 6, Issue 5

Boise, Idaho  
July 14, 2008

The middle of every successful project looks like a disaster.

--Rosabeth Moss Cantor



## PURCHASING WORKSHOP

**A REMINDER!** Please don't forget to join us for the next Quarterly Purchasing Workshop, to be held in Boise. Also we would like to invite everyone to join us for a Brown Bag Lunch (**please bring your own lunch**). It will be fun to network and visit with each other (celebrate fiscal year end) at the Quarry Park, located behind the Department of Agriculture Building after the meeting.

### **This Wednesday July 16, 2008**

9:00 a.m. – Noon

Idaho Department of Agriculture  
Downstairs Conference Room  
2270 Old Penitentiary Road  
Boise

#### Tentative Agenda

Welcome – Dept. of Agriculture

Administrative & Legislative Updates – Mark Little, Purchasing Manager, & Bobbi Eckerle, Administrator

Statewide Contract Updates – Purchasing Officers

FedEx Corporation – Michael Buttars, Government Accounts

WW Grainger Industrial Supply – Jay Becker



**Brown Bag Lunch** after the meeting at Quarry Park, Noon – 1:00 pm

Directions; Go out Warm Springs Avenue to Old Penitentiary Road

Enter the Dept. of Ag through the front entrance. You must sign in at the front lobby before proceeding downstairs.



## Introduction to Public Purchasing

### **TRAINING WORKSHOP'S**

The Division of Purchasing will be offering the basic purchasing class; "Introduction to Public Purchasing" in Boise on August 26, 2008 and in Twin Falls on August 28, 2008. Classes will also be held in Idaho Falls, and CDA.

Visit our website for additional information and training dates. Other classes being offered are; Writing Effective Specifications and Developing a Request for Proposal, (RFP).

The Introduction to Idaho Public Purchasing seminar will present an overview of public purchasing basics designed for the new state employee in procurement or anyone in procurement. It contains information on competitive bidding, purchasing limits, delegated authority, contracts, and purchasing ethics. The target audience is new state employees, or employees charged with purchasing for their agency, regardless of their job title, and/or persons who supervise purchasing activities.

There is no cost to attend these seminars. Please call our office at (208)-327-7465 if you need additional information and be sure to get registered early (class size is limited) online under the State Buyer Training link at: [www.adm.idaho.gov/purchasing](http://www.adm.idaho.gov/purchasing)



### **PEOPLE ON THE MOVE**

Congratulations to Diane Robinson, the new Purchasing Agent for the Department of Lands. Diane has been in procurement for the past 27 years and was the Purchasing Manager for Preco Electronics, Inc. She is certified with NAPM as a Purchasing Manager and has also completed ISO9000 Management Training.

Sarah Hilderbrand, Purchasing Officer for the Division of Purchasing, has accepted a position in Eugene, OR. Her last day will be this Friday July 22, 2008. If you have an interest in joining our team please contact Mark Little at 208-332-1611 or e mail to [mark.little@adm.idaho.gov](mailto:mark.little@adm.idaho.gov). See announcement below.

Health and Welfare currently has an announcement out for two (2) Grants/Contracts Officer positions. These positions will support all Divisions of the Department with emphasis on their contracting and bidding requirements. If you have additional questions, please contact Larry Buell at 208-334-5604 or e mail to [BuellL@dhw.idaho.gov](mailto:BuellL@dhw.idaho.gov)

Sincere apologies if I have missed someone. Please keep me informed of promotions, moves and changes so that we can share this information with others. It is always helpful to know who the contacts are within the agencies.

<p><b>People Making A Difference!</b></p> <p><b>Idaho State Government</b></p> <p><a href="#">Click Here!</a></p> <p><b>Department of Administration</b></p> <p>650 West State Street, P.O. Box 83720 Boise, Idaho 83720-0004</p> <p><b>WEBSITE:</b> <a href="http://www.adm.idaho.gov">www.adm.idaho.gov</a></p> <p><b>If you have questions, please contact us at:</b> (208) 332-1819</p> <p><b>FAX:</b> (208) 334-2307</p> <p><b>EMAIL:</b> hr@adm.idaho.gov</p> <p><a href="#">Click Here!</a></p>	<p><b>Purchasing Officer, Division of Purchasing</b></p> <p><b>Open for Recruitment:</b> July 15, 2008 - July 28, 2008  <b>Announcement #</b> 04853083521  <b>Salary Range:</b> \$18.73 to \$26.75 per hour <a href="#">-Plus Competitive Benefits!</a></p> <p><b>Location(s):</b></p> <p><a href="#">This announcement will be used to fill the current and future Purchasing Officer vacancies, previous scores will not be used.</a></p> <p><a href="#">This position will coordinate and assist agencies in the bids, contracts and purchases of equipment and services for the State of Idaho.</a></p> <p><b><u>Purchasing and contracts.</u></b> Typical responsibilities: consults with state agency management personnel to determine product or equipment requirements; advises departments of legal requirements for purchasing; prepares specifications for formal bids; reviews, modifies, and approves department-approved specifications; reviews and approves department bid analysis, determines adequacy of bid rejection rationale, and authorizes rejection of formal bids; resolves vendor specification appeals; prepares complex multi-department contracts; determines contract terms and conditions and insures language is specific; determines need and adequacy of performance bonds; prepares and negotiates contracts for specialized services; negotiates solutions when terms of contract are broken; selects vendors; researches products, equipment, and services to insure practicality, cost-effectiveness, and supply availability; applies value analysis and life-cycle-costing formulas to purchases.</p> <p><b><u>Technical assistance and liaison.</u></b> Typical responsibilities: approves purchase orders, leases, and contracts with no limitation on dollar amount; monitors and controls departments' purchasing activities; interprets State Purchasing Code, advises purchasing personnel on purchasing requirements and procedures, and provides technical assistance on difficult purchases; authorizes sole-source, emergency, and special-bid purchases; authorizes payments of invoices; promotes cooperative relationships between vendors, departments, and Division of Purchasing; recommends procedural changes to manager; directs efforts to standardize specifications; may supervise staff and evaluate performance.</p> <p><b>MINIMUM QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Considerable knowledge of Governmental purchasing procedures and methods.</li> <li>• Experience preparing contracts and bond requirements and monitoring contract activity for compliance with terms and conditions.</li> <li>• Experience preparing and evaluating written specifications that include value analysis, life cycle costing, and weighted value.</li> </ul>
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- Experience interpreting and applying laws, rules, and regulations.

**Preferred applicants will also have obtained professional purchasing certification.**

**EXAMINATION:** Training and Experience. Respond to the examination questions based on your training and experience directly related to this position. Scoring will be based on your responses. Applicants must receive a minimum rating of **63** to pass this examination. Exam results will be available online when the review process is complete. If you did not **Apply Online**, you will receive written notification of your exam results.

**HOW TO APPLY:** Click on the **Apply Online** button to the left and follow the instructions provided to complete the Application Checklist and Exam for this position. If you are unable to use the **Apply Online** process you must respond to the exam questions on this announcement and complete a State of Idaho Application. For a paper application, click on **Forms** at the top of the screen.

**When completing your online application information, please select Department of Administration under "Agencies," full-time employment under "Job Type/Shift" and Boise under "Cities." Without this information, your name cannot be referred to the hiring agency.**

**OVERTIME NOTICE:**

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.



## **STATEWIDE CONTRACTS**

For a complete listing and copies of the Statewide contracts, visit our website at:

[www.adm.idaho.gov/purchasing](http://www.adm.idaho.gov/purchasing)

If you would like to participate or have input to offer as Statewide Contracts are re-bid, please e mail the Respective Purchasing Officer.

**Purchasing Update** is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or [pearl.smith@adm.idaho.gov](mailto:pearl.smith@adm.idaho.gov)